

OVERVIEW OF BUDGET

DEPARTMENT: COUNTY LIBRARY
COUNTY LIBRARIAN: EDWARD KIECZYKOWSKI
BUDGET UNIT: SAP CLB

I. GENERAL PROGRAM STATEMENT

The San Bernardino County Library provides public library services through a network of 28 branches in unincorporated areas and 18 cities within the county. Two bookmobiles reach people who live in sparsely populated areas or are unable to use the traditional branches. The County Library also operates a mobile unit in the High Desert that serves young children and their parents and caregivers. The County Library system is financed primarily through property tax revenues.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	11,195,743	11,541,840	11,749,004	12,217,331
Total Sources	11,064,124	11,265,213	11,930,075	11,759,634
Fund Balance		276,627		457,697
Budgeted Staffing		203.4		212.0
<u>Workload Indicators</u>				
Circulation	2,823,194	2,810,000	2,931,733	3,025,100
Reference Inquiries	548,465	515,000	567,531	599,700
Branches	28	28	28	28
Total Branch Hours	66,600	66,600	66,632	66,700
Patron Visits	2,706,958	2,700,000	3,124,386	3,200,000

Actual revenues in 2001-02 exceeded budgeted amounts by \$664,862. This surplus is primarily the result of County Library receiving an additional \$365,861 from the Children and Families Commission for the development of Learning, Information, Technology, and Education (LITE) Centers at the following branch libraries: Big Bear, Montclair, and Yucca Valley. In addition, County Library received an unanticipated \$250,000 in 2001-02 from the Apple Valley Foundation for expansion of the Apple Valley Branch Library. These funds were instrumental in increasing the scope of the project. In 2002-03, an additional \$250,000 for this project will be received from the Foundation and has been budgeted accordingly.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)

STAFFING CHANGES

County Library's budgeted staffing has been increased by a total of 8.6 positions from the prior year. Of this amount, 5.5 are for new positions approved by the Board on July 24, 2001 to operate the grant funded LITE Centers located at the Big Bear, Montclair, and Yucca Valley branch libraries. Additional increases in staff include the following: 1.0 Automated Systems Technician to augment the department's computer functions; 1.0 Library Associate to act as the department's volunteer coordinator; 1.0 Staff Analyst to prepare and administer grant applications, oversee building programs, and act as a liaison with local communities in regards to applying for construction funds from the State Library Bond Act; 0.5 Program Coordinator to assist with preparation of the State Bond Act applications; and 3.4 Library Assistants are needed to help with the department's increased workload demands associated with a rise in patron visits (an additional 500,000 visits are anticipated in 2002-03). The growth in library visits is linked to the increased number of computers being offered at the various branch libraries. To offset some of these staffing additions, the department has defunded the following positions: 1.0 Bookmobile Driver, 1.0 Programmer I, and 1.8 Clerk II.

County Library's 2002-03 budget also reflects the conversion of 81.2 budgeted Public Service Employees to a like amount of Library Assistants and Library Pages. While the conversion of these extra-help employees to regular county positions has no impact on the level of budgeted staff, it does result in an additional cost to the department of approximately \$238,000.

PROGRAM CHANGES

None.

COUNTY LIBRARY

GROUP: Economic Development/Public Services
DEPARTMENT: County Library
FUND: Special Revenue SAP CLB

FUNCTION: Education
ACTIVITY: Library

	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
Appropriations					
Salaries and Benefits	6,681,692	6,444,621	6,833,642	402,910	7,236,552
Services and Supplies	4,562,718	4,326,724	4,482,230	(378,762)	4,103,468
Central Computer	157,013	159,495	159,495	(59,391)	100,104
Other Charges	-	-	-	112,395	112,395
Structures & Imprmts	-	450,000	450,000	(144,000)	306,000
Equipment	(6,786)	52,000	52,000	(52,000)	-
Vehicles	-	-	-	32,000	32,000
Transfers	599,630	532,000	532,000	218,070	750,070
Total Expen Authority	11,994,267	11,964,840	12,509,367	131,222	12,640,589
Less:					
Reimbursements	(245,263)	(423,000)	(423,000)	(258)	(423,258)
Total Appropriation	11,749,004	11,541,840	12,086,367	130,964	12,217,331
Revenue					
Taxes	7,356,936	7,238,613	7,238,613	454,237	7,692,850
Current Services	816,257	725,300	725,300	39,700	765,000
State, Fed or Gov't Aid	2,117,059	2,481,000	2,481,000	(788,957)	1,692,043
Other Revenue	1,198,223	520,300	1,064,827	244,914	1,309,741
Total Revenue	11,488,475	10,965,213	11,509,740	(50,106)	11,459,634
Operating Transfers In	441,600	300,000	300,000	-	300,000
Total Sources	11,930,075	11,265,213	11,809,740	(50,106)	11,759,634
Fund Balance		276,627	276,627	181,070	457,697
Budgeted Staffing		203.4	208.9	3.1	212.0

Total Changes in Board Approved Base Budget

Base Year

Salaries and Benefits	202,316	MOU related increases in salaries and benefits.
Services and Supplies	(23,650)	Reduction in risk management liability charges for insurance and EHAP.
Revenue	178,666	

Mid Year

Salaries and Benefits	186,705	Addition of 5.5 positions to operate additional LITE Centers located at the Big Bear, Montclair and Yucca Valley branch libraries.
Services and Supplies	179,156	Other costs related to development of the aforementioned LITE Centers.
Revenue	365,861	Grant from the Children and Families Commission to fund costs related to the LITE Centers. The Board approved this action on July 24, 2001.

Total Appropriation Change	544,527
Total Revenue Change	544,527
Total Fund Balance Change	-
Total 2001-02 Appropriation	11,541,840
Total 2001-02 Revenue	11,265,213
Total 2001-02 Fund Balance	276,627
Total Base Budget Appropriation	12,086,367
Total Base Budget Revenue	11,809,740
Total Base Budget Fund Balance	276,627

COUNTY LIBRARY

Board Approved Changes to Base Budget

Salaries and Benefits	238,772	Cost of establishing Library Assistant & Page positions to replace 81.2 budgeted PSEs.
	164,138	Costs associated with the net increase of 3.1 in budgeted staff.
	<u>402,910</u>	
Services and Supplies	136,717	Additional personal computers/accessories; furnishings for branch libraries (new computers for Apple Valley Library are estimated at \$40,000; furnishings for the new site of the Adelanto Library will cost approximately \$60,000; and approximately \$40,000 to replace antiquated book security systems that are no longer reliable.
	(327,254)	Reduced book/materials budget.
	(188,225)	Projected reduced utility budget due to conservation measures (\$73,000); reduction in professional services (\$60,225); and reduced office supplies (\$55,000).
	<u>(378,762)</u>	
Central Computer	<u>(59,391)</u>	Reduction is in accordance with projections from ISD.
Other Charges	112,395	Debt service on the California Infrastructure Bank loan which is financing construction of the new Apple Valley Branch Library.
Structures/Improvements	81,000	Improvements to the Adelanto, 29 Palms and Yucca Valley Library which will be financed by Community Development Block Grant (CDBG) funds.
	(225,000)	Reduced capital expenditures for the new Apple Valley Library, since part of the construction was completed in the prior fiscal year.
	<u>(144,000)</u>	
Equipment	<u>(52,000)</u>	No equipment purchases are projected in 2002-03.
Vehicles	<u>32,000</u>	Truck replacement for Needles Bookmobile.
Transfers	(31,930)	Reduction in facility rent costs due to construction of a county-owned library in Apple Valley.
	250,000	To reimburse Architecture & Engineering for construction management of the Apple Valley Library project.
	<u>218,070</u>	
Reimbursements	81,000	Increase in CDBG revenues as reimbursement for improvements to the Adelanto, 29 Palms and Yucca Valley libraries.
	(81,258)	Decrease in reimbursements from the Bloomington Library design fund.
	<u>(258)</u>	
Total Appropriation	<u>130,964</u>	
Revenue		
Taxes	<u>454,237</u>	Anticipated increase in property tax revenues for 2002-03.
Current Services	<u>39,700</u>	Increases in fines, fees, and video revenues.
State and Federal Aid	(563,957)	Reduced state Public Library Fund revenue (\$473,957) and state Literacy revenues (\$90,000).
	(225,000)	Reduction in federal grant to assist with financing of the Apple Valley Library.
	<u>(788,957)</u>	
Other Revenue	244,914	Donation from Newton Bass Foundation toward Apple Valley Library project (\$250,000), less \$5,086 decrease in other revenues.
	<u>(50,106)</u>	
Total Revenue	<u>(50,106)</u>	
Fund Balance	<u>181,070</u>	